



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** 17844 - Inspector - GS-15

**Salary Range:** \$134,789 - \$164,200

**Vacancy Open Period:** 03/26/2018 – 04/09/2018

**Position Type:** Cadre

**Who May Apply:** Internal and External Candidates

**Division:** IC IG/INSP

**Duty Location:** Reston, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information:

This is an opportunity for:

- An internal or external candidate to fill a GS-15 cadre position.

## Who May Apply:

Current GS employees at the same grade as the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.
  - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
  - Current Federal Government employees. (Current GS employees at the same grade as the advertised position grade may apply. )
  - Candidates outside the Federal Government.



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## **Salary Determination:**

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## **Component Mission:**

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the Director of National Intelligence has authority and responsibility.

## **Major Duties and Responsibilities (MDRs):**

- Oversee, lead, plan, and conduct evaluations and reviews of systemic issues within the Intelligence Community (IC), Office of the Director of National Intelligence (ODNI), and national mission centers to evaluate efficiency and effectiveness, identify vulnerabilities, and prevent and detect fraud, waste, and abuse.
- Provide leadership in applying appropriate standards of internal control and qualitative and quantitative analytic methods to assess compliance with Federal law, Executive Orders, Presidential Directives, and internal regulations and policies while balancing risk mitigation and the need for economy, efficiency, and effectiveness.
- Provide leadership in conducting evaluations, defining data requirements, collecting and analyzing documentary evidence, designing and conducting interviews, and synthesizing information to reach conclusions on the conduct of intelligence activities.
- Lead testing of controls, development and presentation of findings and recommendations in reports and briefings, and follow-up on recommendations.
- Lead the development and presentation of findings and recommendations to ODNI and IC senior leaders regarding actions they should take to address deficiencies identified in evaluations in accordance with standards for the activity being reviewed.
- Oversee and lead the planning, preparation, and presentation of written documents, including reports of reviews and memoranda, to management; and also lead the development and presentation of background material and oral briefings to senior leaders on findings, recommendations and observations reached during reviews.
- Oversee the monitoring and assessment of progress of corrective measures taken by senior ODNI and IC leadership in response to recommendations, and provide expert advice on standards to officials regarding implementation of recommendations.

## **Mandatory and Educational Requirements:**

- Broad expert knowledge of the mission and responsibilities of the ODNI and elements of the Intelligence Community. Experience in an IC element is preferred.
- Demonstrated superior ability to lead a team, develop plans, conduct research, execute projects, and write reports to substantiate findings and develop actionable recommendations.
- Demonstrated superior ability to examine information, identify problems and deficiencies, uncover root causes, develop findings, and make cogent, actionable recommendations.



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- Expert analytical and critical thinking skills, including the ability to think strategically, identify needs and requirements, and develop recommendations based on qualitative and quantitative data.
- Superior judgment and expert ability to form objective conclusions and recommendations based on evidence and other pertinent information.
- Superior oral and written communication skills and demonstrated expert ability to produce clear and logical reports.
- Superior interpersonal and negotiation skills, including the ability to interview, negotiate, brief senior officials, and work effectively, both independently and in teams or other collaborative environment.
- Program Management and/or Intelligence Oversight experience is preferred.

## Desired Requirements:

- OIG experience preferred (Inspections, Evaluations, Audit and/or Investigations)
- A four-year degree from an accredited institution;

## Key Requirements and How To Apply:

### Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_B\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to joswida@dni.ic.gov (*Daniel J.*); mitchsl@dni.ic.gov (*Stephanie M.*); or [davijao@dni.ic.gov](mailto:davijao@dni.ic.gov) (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### External Candidates:

#### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of a ODNI medical screening.



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- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

**WHERE TO SUBMIT:** Applications should be sent to [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to [joswida@dni.ic.gov](mailto:joswida@dni.ic.gov) (*Daniel J.*); [mitchsl@dni.ic.gov](mailto:mitchsl@dni.ic.gov) (*Stephanie M.*); or [davijao@dni.ic.gov](mailto:davijao@dni.ic.gov) (*Jacqueline D.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-0731.

## **What To Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 301-243-0731; Email: [Recruitment\\_TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov)

## **Other Information**

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>



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- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered):  
<http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care:  
<http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**